

# STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES  
DIVISION OF SENIOR AND DISABILITIES SERVICES

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## Program Memo

January 8, 2010

### Level of Care and Plan of Care Dates for Home and Community Based Waivers

Senior and Disabilities Services (SDS) is working with care coordinators and waiver service providers to ensure that the plan of care is developed in consideration of the assessed needs of each waiver participant. This program memo outlines some of the rules and changes surrounding level of care and plan of care dates. The process used for determining level of care and plan of care dates will be the same across all four Waivers unless specifically noted in this memo.

#### Level of Care Approvals

- While the tools vary across waivers, assessment and level of care determination must be completed upon initial application for waived services and annually thereafter.
- The level of care will be valid for one year from the date level of care is determined by SDS.
  - For example, an assessment occurs on December 30, 2008 and a level of care is determined on January 1, 2009. The level of care will be valid from January 1, 2009 through December 31, 2009.
- SDS will electronically send a copy of the level of care determination and the relevant assessment or ICAP Score Sheet to the care coordinator of record within 5 business days of determination.
- SDS will mail a copy of the level of care determination and the relevant assessment or ICAP Score Sheet to the participant or their legal representative within 5 business days of determination.

#### Plan of Care

- The plan of care must be completed initially and at least annually, and services must be based on the needs identified in the most recent assessment.
  - If a plan of care was submitted at the time of renewal, but an assessment was delayed until later, a new plan of care is required to be completed based on the latest assessment and resulting level of care determination.
    - For example, a plan of care is submitted July 1, 2009. An assessment and level of care determination is not completed until September 1, 2009. A new plan of care is required that is based on the September 1, 2009 assessment.
      - Reimbursement is available for extra plans of care (more than the normal 1 per year) required by SDS. Prior authorization of the extra plan of care will occur upon approval of that plan of care.
      - Only one approved plan of care can be active at one time. Any previously approved plan of care will be superseded by the newly approved plan of care.
- The plan of care will be effective on or after the date that the level of care was determined.

- Plan of care effective dates may shift from one year to another. Every effort will be made to have stable dates to assist with planning efforts, but dates will no longer be viewed as strictly static.
  - SDS will not accept short plan years solely to maintain a static plan of care effective date.
- For example, an assessment is conducted on January 1, 2009, and the level of care was determined on January 15, 2009. The plan of care is effective on or after January 15, 2009.
- The plan of care will be valid for up to one year.
  - For example, a plan of care effective on January 15, 2009 will expire no later than January 14, 2010.

#### Authority

- 7 AAC 43.1030 (Screening, assessment, plan of care, and level of care determination)
- 7 AAC 43.1041 (Care coordination services)
- 42 CFR 441.301(b) (Contents of request for a waiver)
- 42 CFR 441.302(c) (State assurances)
- 42 CFR 441.303(c) (Supporting documentation required)

SDS will be available via teleconference for general question and answer sessions related to this program memo. A Frequently Answered Questions informational document will be generated from these calls and posted on the SDS web site at <http://hss.state.ak.us/dsds/>. Those teleconferences will be:

Tuesday, January 19, 2010, 10am-11am

Friday, January 22, 2010, 10am-11am

Friday, January 29, 2010, 10am-11am

In addition, SDS is implementing two other means to improve communication with the provider community. In the coming months the Long Term Care Stakeholder Advisory Committee will assist SDS in implementing systems change associated with the Corrective Action Plan and other projects. SDS will also be scheduling regular teleconferences open to care coordinators and service providers as an opportunity for open dialogue regarding SDS activities, program changes, and long-term care initiatives. More information is forthcoming.

If you have specific questions about a level of care for MRDD Waiver or a plan of care for any of the four Waivers, please contact Lynne Keilman-Cruz at [lynne.keilman-cruz@alaska.gov](mailto:lynne.keilman-cruz@alaska.gov) or 269-5606. If you have specific questions about a level of care for APD, OA, or CCMC Waivers, please contact Leanna Rein at [leanna.rein@alaska.gov](mailto:leanna.rein@alaska.gov) or 269-3604.

The team at Senior and Disabilities Services would like to take this opportunity to thank you for your dedication to Alaskans and your desire to collaborate with us to create great success for Waiver participants. We appreciate your patience, understanding, and partnership.

  
Rebecca Hilgendorf, Director